

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

Multiple Award Schedule (MAS)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: [GSAAdvantage.gov](https://www.gsaadvantage.gov).

Prices Shown Herein are Net (Discount Deducted)

Contract Number: GS-00F-245CA
Federal Supply Group: Professional Services
Miscellaneous
FSC Codes: R499, R408, R701, & 0000

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period: August 14, 2020 - August 13, 2025

Contractor Name: **the Hill Group, Inc**
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Washington, DC 20005
Phone Number: 202-846-0433
Fax Number: 202-846-0234
E-mail: bsehhat@thehillgroup.com
Website: www.thehillgroup.com

Contract Administrator: Beverly Sehhat

Business Size: SBA Certified Small Disadvantaged Business
Effective: Modification PO-0015 dated August 14, 2020

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Company Profile

Founded in 1998, the Hill Group (HG), a Native American-owned and operated, small disadvantaged business corporation as per SBA guidelines, continues to forge its reputation as a creative innovator in solving difficult project challenges. With PhD's and former Federal executive directors on staff, HG customers have turned to the Hill Group to help solve some of its most difficult and important problems.

HG's experienced staff continues to be on the cutting edge of its fields, working with decision-makers in the public sector to find solutions to its most pressing requirements. HG provides management, organizational and business improvement consulting services in program and project management. HG assists organizations in strategic, business, and action planning and implementation; process improvement; use of performance measures and indicators; analysis, guidance, and recommendations on achieving short- and long-term goals; and decision-making. Its work has also included strategic, tactical, and operational planning support; initial study planning; and program oversight.

The experienced HG consultants have the fluidity to provide services that can take the form of program appraisal, planning, implementation, monitoring, and evaluation, as well as organizing program conferences and workshops, conducting supporting research, overseeing project development and cycle time, creating and disseminating updates and reports, orchestrating project delivery, and assessing project or program outcomes.

HG also has successfully provided complete turnkey conference management and multiple event planning for the NIH Office of the Director (OD), for the National Institute for Diabetes and Digestive and Kidney Diseases (NIDDK, NIH) (and six of its Divisions), and for the Indian Health Service (IHS), among others, since 1999. For one of its customers alone it has managed over 30 Conferences in one year with participants ranging from 10 to 4,000. Conferences were conducted on both a regional and national geographic scope.

HG has developed effective communication channels and time-saving/cost-effective procedures to ensure our responsiveness and timeliness. Its staff members have more than 100 years of combined experience in managing both large and small scientific and health related workshops, conferences and meetings. HG's staff has the ability to do what is needed without a client's constant surveillance and supervision and the knowledge and experience to carry out the many details of meeting planning and management independently, reliably, and innovatively. HG has the infrastructure in place to effectively manage and administer several simultaneous and concurrent meeting / conference tasks.

HG uses customized on-line database systems tailored to each client to register and manage conference attendance and it has procedures in place to rapidly respond to the fluctuating details of conference management. Consequently, HG clients' program staff knows that they can pursue their important functional responsibilities and leave the day-to-day work at pre-conference tasks and conference time to HG.

Also important, while HG management structure and staffing provides a sound corporate infrastructure for delivering these services with in-house project management expertise, conference project-experienced people, design and IT technology specialists, there is additional resource depth. HG's capability is highly layered because of extensive sub-contractor resources and the quality procedures to manage them.

Customer Information

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to page numbers:

Special Item Number (SIN)	Special Item Description	Labor Category Description Page	Awarded Price Page
561920/RC	Conference, Meeting, Event and Trade Show Planning Services	7-11	12
541430/RC	Graphic Design Services	7-11	12
541613/RC	Marketing Consulting Services	7-11	12
541611/RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	13-17	18
5418100DC/RC	Other Direct Costs for Marketing and Public Relations Services	19	19
OLM/RC	Order-Level Materials (OLM)	Defined at Order-Level	Defined at Order-Level

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.: N/A

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item: See pages 7-11 and 13-17

2. Maximum order:

Special Item Number (SIN)	Maximum Order
561920/RC	\$1,000,000
541430/RC	
541613/RC	
541611/RC	
5418100DC/RC	
OLM/RC	\$250,000

3. Minimum order: \$100.00

4. Geographic coverage: Domestic and overseas delivery

5. Point of production: Same as company address

6. Discount from list prices or statement of net price: Prices shown herein are net price (discount deducted)

7. Quantity discounts: 1% off of task orders greater than \$500,000 for SIN 541611 only

8. Prompt payment terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government purchase cards are accepted up to the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: Not applicable

11a. Time of delivery: As specified on Task Order.

11b. Expedited delivery: Items available for expedited delivery are noted in this price list and as negotiated for task order

11c. Overnight and 2-day delivery: Not Applicable

11d. Urgent requirements: Please note the urgent requirements of this contract and contact contractor.

12. F.O.B. point: Destination.

13a. Ordering address:

1017 12th Street, NW Suite 300
Washington, DC 20005

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

1017 12th Street, NW Suite 300
Washington, DC 20005

15. Warranty provision: Not applicable

16. Export packing charges: Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Government purchase cards are accepted above the micro-purchase threshold.

18. Terms and conditions of rental maintenance, and repair: Not applicable.

19. Terms and conditions of installation: Not applicable.

20. Terms and conditions of repair parts: Not applicable.

20a. Terms and conditions for any other services: Not applicable.

21. List of service and distribution points: Not applicable

22. List of participating dealers: Not Applicable

23. Preventative maintenance: Not applicable.

24a. Special attributes such as environmental attributes: Not Applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:
www.Section508.gov/.




25. Data Universal Number System (DUNS) number: 061214263

26. Notification regarding registration in System for Award Management (SAM) database. the Hill Group, Inc. is registered in the System for Award Management (SAM) database.

Labor Category Descriptions

SINs 561920/RC, 541430/RC, and 541613/RC

The following substitution of education experience with work experience applies:

-  Bachelor's Degree + 4 additional years of experience = Master's Degree
-  Associate's Degree + 4 additional years of experience = Bachelor's Degree
-  High School Diploma + 6 additional years of experience = Associate's Degree

DIRECTOR 3

Minimum Experience: Director with a minimum of 15 years of experience* leading large and complex engagements, client relationships, and work segments. Has technical or functional expertise/authority on major firm and industry methodologies. Demonstrates expertise and thought leadership in any given market area and service line, and has managerial and organizational responsibility for client service delivery and overall project performance.

Responsibilities: Provides executive experience and guidance to an engagement. Functional service delivery roles include Program Director, Communications Director, Operations Director, Finance Director, Lead Controller, Technology Director, and Human Resource Director.

Minimum Education: MA/MS

DIRECTOR 2

Minimum Experience: Director with a minimum of 14 years of experience* leading large and complex engagements, client relationships, and work segments. Has technical or functional expertise/authority on major firm and industry methodologies. Demonstrates expertise and thought leadership in any given market area and service line, and has managerial and organizational responsibility for client service delivery and overall project performance.

Responsibilities: Provides executive experience and guidance to an engagement. Functional service delivery roles include Program Director, Communications Director, Operations Director, Finance Director, Lead Controller, Technology Director, and Human Resource Director.

Minimum Education: MA/MS

DIRECTOR 1

Minimum Experience: Director with a minimum of 13 years of experience* leading large and complex engagements, client relationships, and work segments. Has technical or functional expertise/authority on major firm and industry methodologies. Demonstrates expertise and thought leadership in any given market area and service line, and has managerial and organizational responsibility for client service delivery and overall project performance.

Responsibilities: Provides executive experience and guidance to an engagement. Functional service delivery roles include Program Director, Communications Director, Operations Director, Finance Director, Lead Controller, Technology Director, and Human Resource Director.

Minimum Education: MA/MS

PROGRAM MANAGER

Minimum Experience: Managing consultant with a minimum of 10 years of experience* leading large and complex engagements, client relationships, and/or work segments. Typically has

technical or functional expertise/authority on major firm methodologies. Demonstrates expertise or thought leadership in a given market area or service line, and has organizational responsibility for client service delivery and performance.

Responsibilities: Provides executive experience and guidance to an engagement. Functional service delivery roles include Program Director, Program Manager, Communications Director, Program Department Manager, Lead Financial Analyst, Lead Technology Strategist, and Lead Human Resource Manager.

Minimum Education: BS/BA

PRINCIPAL 3

Minimum Experience: Managing consultant with a minimum of 13 years of experience* leading large and complex engagements, client relationships, and/or work segments. Typically has technical or functional expertise/authority on major firm methodologies. Demonstrates expertise or thought leadership in a given market area or service line, and has organizational responsibility for client service delivery and performance.

Responsibilities: Provides executive experience and guidance to an engagement. Functional service delivery roles include Program Director, Program Manager, Communications Director, Program Department Manager, Lead Financial Analyst, Lead Technology Strategist, and Lead Human Resource Manager.

Minimum Education: BS/BA

PRINCIPAL 2

Minimum Experience: Managing consultant with a minimum of 12 years of experience* leading large and complex engagements, client relationships, and/or work segments. Typically has technical or functional expertise/authority on major firm methodologies. Demonstrates expertise or thought leadership in a given market area or service line, and has organizational responsibility for client service delivery and performance. Oversaw the development of strategic plans and implementation efforts for major organizational entities, coordinated programs performing national and international studies; organized and led scientific review committees; designed and led business process improvement efforts; responsible for training and career development of professionals; successfully implemented methods, tools, and procedures to execute strategy or change.

Responsibilities: Provides executive experience and guidance to an engagement. Functional service delivery roles include Program Director, Program Manager, Communications Director, Program Department Manager, Lead Financial Analyst, Lead Technology Strategist, and Lead Human Resource Manager.

Minimum Education: BS/BA

PRINCIPAL 1

Minimum Experience: Managing consultant with a minimum of 11 years of experience* leading large and complex engagements, client relationships, and/or work segments. Typically has technical or functional expertise/authority on major firm methodologies. Demonstrates expertise or thought leadership in a given market area or service line, and has organizational responsibility for client service delivery and performance.

Responsibilities: Provides executive experience and guidance to an engagement. Functional service delivery roles include Program Director, Program Manager, Communications Director, Program Department Manager, Lead Financial Analyst, Lead Technology Strategist, and Lead Human Resource Manager.

Minimum Education: BS/BA

SENIOR ACCOUNT MANAGER 2

Minimum Experience: Managing consultant with a minimum of 9 years of experience* in directing the delivery of large and complex programs or program modules, functional areas, individual projects and significant work segments. Typically has deep knowledge in a specialist area (market sector and/or skill area). Has broad industry or functional knowledge, and is able to formulate strategic solutions to address broad, complex business issues and challenges.

Responsibilities: Functional service delivery roles include Program or Program Office Manager, Project Manager, Team Leader, Senior Conference and Event Manager, Senior Graphic Designer, Senior Communication Manager, Senior Computer Specialist, Senior Human Resource Manager, Senior Financial Manager, Senior Technology Specialist.

Minimum Education: BS/BA

SENIOR ACCOUNT MANAGER 1

Minimum Experience: Managing consultant with a minimum of 8 years of experience in directing the delivery of large and complex programs or program modules, functional areas, individual projects and significant work segments. Typically has deep knowledge in a specialist area (market sector and/or skill area). Has broad industry or functional knowledge, and is able to formulate strategic solutions to address broad, complex business issues and challenges.

Responsibilities: Functional service delivery roles include Program or Program Office Manager, Project Manager, Team Leader, Senior Conference and Event Manager, Senior Graphic Designer, Senior Communication Manager, Senior Computer Specialist, Senior Human Resource Manager, Senior Financial Manager, Senior Technology Specialist.

Minimum Education: BS/BA

ACCOUNT MANAGER 3

Minimum Experience: Consultant with a minimum of 7 years of experience* in managing the delivery of projects, c subprojects/modules within a program, or large-scale work segments/activities.

Responsibilities: Creates value by ensuring high quality deliverables, monitoring and controlling project progress and budget, developing project plans, and managing assigned team members. May serve as experienced content advisors, lead analysts, or solution architects on projects. Functional service delivery roles include Program Office Manager, Project Manager, Team Leader, Senior Conference and Event Manager, Graphic Designer, Communication Manager, Computer Specialist, Lead Business or Systems Analyst, Human Resource manager, Financial Manager, Technology Manager.

Minimum Education: BS/BA

ACCOUNT MANAGER 2

Minimum Experience: Consultant with a minimum of 6 years of experience* in managing the delivery of projects, subprojects/modules within a program, or large-scale work segments/activities.

Responsibilities: Creates value by ensuring high quality deliverables, monitoring and controlling project progress and budget, developing project plans, and managing assigned team members. May serve as experienced content advisors, lead analysts, or solution architects on projects. Functional service delivery roles include Program Office Manager, Project Manager, Team Leader, Senior

Conference and Event Manager, Graphic Designer, Communication Manager, Computer Specialist, Lead Business or Systems Analyst, Human Resource manager, Financial Manager, Technology Manager.

Minimum Education: BS/BA

ACCOUNT MANAGER 1

Minimum Experience: Consultant with a minimum of 5 years of experience* in managing the delivery of projects, subprojects/modules within a program.

Responsibilities: Creates value by ensuring high quality deliverables, monitoring and controlling project progress and budget, developing project plans, and managing assigned team members. May serve as experienced content advisors, lead analysts, or solution architects on projects. Functional service delivery roles include, Team Leader, Senior Conference and Event Manager, Graphic Designer, Communication Manager, Computer/Technology Specialist, Lead Business or Systems Analyst, Human Resource/Financial Specialist.

Minimum Education: BS/BA

SENIOR ANALYST 2

Minimum Experience: Consultant with a minimum of 7 years consulting or related work experience.

Responsibilities: Lead or support the support services, logistical planning and implementation, analysis, design, development, testing of communication projects as well as other project work streams and deliverables. May also lead project modules or work activities as appropriate and can formulate solutions to define/specific business or technical issues. Functional service delivery roles include Conference and Event management, Graphic & Web Design, Public Relations, Human Resources, Financial or Technology Services.

Minimum Education: BS/BA

SENIOR ANALYST 1

Minimum Experience: Consultant with a minimum of 5 years consulting or related work experience* (or may be a graduate-level recruit).

Responsibilities: Lead or support the support services, logistical planning and implementation, analysis, design, development, testing of communication projects as well as other project work streams and deliverables. Functional service delivery roles include Conference and Event management, Graphic & Web Design, Public Relations, Human Resources, Financial or Technology Services.

Minimum Education: BS/BA

ANALYST 2

Minimum Experience: Consultant with a minimum of 2 of years consulting or related work experience* (or may be a graduate-level recruit).

Responsibilities: Lead or support the support services, logistical planning and implementation, analysis, design, development, testing of communication projects. Functional service delivery roles include Conference and Event management, Graphic & Web Design, Public Relations, Human Resources, Financial or Technology Services.

Minimum Education: BS/BA

ANALYST 1

Minimum Experience: One (1) year of experience possessing the ability to provide contribution to support services, logistical planning and implementation, analysis, design, development, testing, of communication projects.

Responsibilities: Assists with project modules and specific work activities as appropriate and can formulate solutions to defined/specific business or technical issues. Functional service delivery roles include conference management, graphic design, pre, on-site and post logistical planning for all communication deliverables.

Minimum Education: BS/BA

*There may be exceptions to the minimum amount of work experience for professionals within these labor categories based on, specific knowledge and/or professional recognition within a field of expertise, outstanding academic achievement, or exceptional performance.

GSA Awarded Labor Rates

SINs 561920/RC, 541430/RC, and 541613/RC

SIN	GSA Awarded Labor Category	8/14/2020	8/14/2021	8/14/2022	8/14/2023	8/14/2024
		- 8/13/2021	- 8/13/2022	- 8/13/2023	- 8/13/2024	- 8/13/2025
561920, 541430, 541613	Director 3	\$357.62	\$365.85	\$374.26	\$382.87	\$391.68
561920, 541430, 541613	Director 2	\$343.31	\$351.21	\$359.29	\$367.55	\$376.01
561920, 541430, 541613	Director 1	\$300.41	\$307.32	\$314.39	\$321.62	\$329.02
561920, 541430, 541613	Principal 3	\$206.34	\$211.08	\$215.94	\$220.90	\$225.98
561920, 541430, 541613	Principal 2	\$193.90	\$198.36	\$202.92	\$207.59	\$212.36
561920, 541430, 541613	Principal 1	\$177.74	\$181.83	\$186.01	\$190.29	\$194.66
561920, 541430, 541613	Program Manager	\$212.85	\$217.74	\$222.75	\$227.88	\$233.12
561920, 541430, 541613	Senior Account Manager 2	\$132.99	\$136.05	\$139.18	\$142.38	\$145.66
561920, 541430, 541613	Senior Account Manager 1	\$119.32	\$122.07	\$124.87	\$127.75	\$130.68
561920, 541430, 541613	Account Manager 3	\$104.41	\$106.81	\$109.27	\$111.78	\$114.35
561920, 541430, 541613	Account Manager 2	\$93.23	\$95.37	\$97.56	\$99.81	\$102.10
561920, 541430, 541613	Account Manager 1	\$85.77	\$87.74	\$89.76	\$91.82	\$93.94
561920, 541430, 541613	Senior Analyst 2	\$78.30	\$80.10	\$81.94	\$83.83	\$85.76
561920, 541430, 541613	Senior Analyst 1	\$72.10	\$73.76	\$75.45	\$77.19	\$78.96
561920, 541430, 541613	Analyst 2	\$65.87	\$67.39	\$68.94	\$70.52	\$72.15
561920, 541430, 541613	Analyst 1	\$59.67	\$61.05	\$62.45	\$63.89	\$65.36

The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor Category Descriptions

SIN 541611/RC

The following substitution of education experience with work experience applies:

- ▮ Bachelor's Degree + 4 additional years of experience = Master's Degree
- ▮ Associate's Degree + 4 additional years of experience = Bachelor's Degree
- ▮ High School Diploma + 6 additional years of experience = Associate's Degree

CONSULTANT I
Minimum Experience: Five (5) years experience in the areas of business improvement, strategic business planning, and management & organizational techniques. Experience in management consulting and group collaboration.
Responsibilities: Supports an agency's implementation of a specific project and assists process improvement.
Minimum Education: Bachelor's Degree.

CONSULTANT II
Minimum Experience: Six (6) years experience in the areas of business improvement, strategic business planning, and management & organizational techniques. Experience in management consulting and group collaboration.
Responsibilities: Manages a team of consultants and staff consultants supporting an agency's implementation of a specific project and assists process improvement.
Minimum Education: Master's Degree.

CONSULTANT III
Minimum Experience: Seven (7) years experience, or more, in the areas of business improvement, strategic business planning, and management & organizational techniques. Experience in consulting and group collaboration and one-on-one facilitation at the senior
Responsibilities: Manages a team of consultants and staff consultants supporting an agency's implementation of a specific project and assists process improvement.
Minimum Education: Master's Degree

PRINCIPAL CONSULTANT I
Minimum Experience: Six (6) years experience in the areas of business improvement, strategic business planning, and management & organizational techniques. Experience in consulting and group collaboration.
Responsibilities: Manages a team of consultants and staff consultants supporting an agency's implementation of a specific project and assists process improvement.
Minimum Education: Master's Degree

PRINCIPAL CONSULTANT II
Minimum Experience: Seven (7) years experience, or more, in the areas of business improvement, strategic business planning, and management & organizational techniques. Experience in

management consulting and group collaboration and one-on-one facilitation at the senior management level.

Responsibilities: Manages a team of consultants and staff consultants supporting an agency's implementation of a specific project and assists process improvement.

Minimum Education: Master's Degree

PRINCIPAL CONSULTANT III

Minimum Experience: Fifteen (15) years of experience in strategy development and organization dynamics.

Oversaw the development of strategic plans and implementation efforts for major organizational entities, coordinated programs performing national and international studies; organized and led scientific review committees; designed and led business process improvement efforts; responsible for training and career development of professionals; successfully implemented methods, tools, and procedures to execute strategy or change.

Responsibilities: Provides strategic direction, vision, leadership, and change management. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization.

Minimum Education: Master's degree

PROGRAM MANAGER

Minimum Experience: Twelve (12) years experience or more, in program management, strategic business planning, and management and organizational techniques. Demonstrated the capability of managing and implementing agency-wide strategy developments and process improvement initiatives.

Responsibilities: Manages a team of senior consultants and analysts supporting an agency's strategy development, implementation, organizational change, and process improvement. Manages, organizes, leads and conducts benchmarking and surveys for an organization's specific programs.

Minimum Education: Master's Degree

PROJECT MANAGER

Minimum Experience: Eight (8) years experience, or more, in the areas of business improvement, strategic business planning, and management & organizational techniques. Experience in management consulting and group collaboration and one-on-one facilitation at the senior management level.

Responsibilities: Manages a team of consultants and staff consultants supporting an agency's implementation of a specific project and assists process improvement.

Minimum Education: Master's Degree

DIRECTOR I

Minimum Experience: Twelve (12) years of experience or more in strategy development and organization dynamics. Successfully implemented methods, tools, and procedures to execute strategy or change.

Demonstrated the capability of managing and implementing agency-wide strategy developments and process improvement initiatives.

Responsibilities: Provides strategic direction and leadership. Contributes to organizational direction through regular involvement with senior level client leadership and team members.

Minimum Education: Master's degree

DIRECTOR II

Minimum Experience: Fifteen (15) years of experience in strategy development and organization dynamics.

Oversaw the development of strategic plans and implementation efforts for major organizational entities, coordinated programs performing national and international studies; organized and led scientific review committees; successfully implemented methods, tools, and procedures to execute strategy or change.

Responsibilities: Provides strategic direction, vision, leadership, and change management. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization.

Minimum Education: Master's degree

MANAGER I

Minimum Experience: Three (3) years experience in the areas of business improvement and management & organizational techniques. Experience in management consulting and group collaboration.

Responsibilities: Supports an agency's implementation of a specific project and assists process improvement.

Minimum Education: Bachelor's Degree.

MANAGER II

Minimum Experience: Four (4) years experience in the areas of business improvement, and management & organizational techniques. Experience in management consulting and group collaboration.

Responsibilities: Manages a team of consultants and staff consultants supporting an agency's implementation of a specific project and assists process improvement.

Minimum Education: Bachelor's Degree.

MANAGER III

Minimum Experience: Five (5) years' experience in the areas of business improvement, and management & organizational techniques. Experience in management consulting and group collaboration.

Responsibilities: Manages a team of consultants and staff consultants supporting an agency's implementation of a specific project and assists with business process optimization, SOP adjustment, and best and promising practices implementation.

Minimum Education: Bachelor's Degree.

MANAGER IV

Minimum Experience: Six (6) years' experience in the areas of business improvement, and management & organizational techniques. Experience in management consulting and group collaboration.

Responsibilities: Manages a team of consultants and staff consultants supporting an agency's implementation of a specific project and assists with business process optimization, SOP adjustment, and best and promising practices development and implementation.

Minimum Education: Bachelor's Degree.

MANAGER V

Minimum Experience: Seven (7) years' experience in the areas of business improvement, and management & organizational techniques. Experience in management consulting and group collaboration.

Responsibilities: Manages a team of consultants and staff consultants supporting an agency's implementation of a specific project and assists with business process optimization, SOP evaluation and adjustment, and best and promising practices development and implementation

Minimum Education: Bachelor's Degree.

CONSULTING ANALYST I

Minimum Experience: One (1) year experience in the area of management & organizational techniques.

Responsibilities: Helps support an agency's implementation of a specific project and assists with general project execution.

Minimum Education: Associate's Degree.

CONSULTING ANALYST II

Minimum Experience: Two (2) years' experience in the areas of business improvement and management & organizational techniques.

Responsibilities: Helps support an agency's implementation of a specific project and assists with general project planning and execution.

Minimum Education: Associate's Degree.

CONSULTING ANALYST III

Minimum Experience: Three (3) years' experience in the areas of business improvement and management & organizational techniques.

Responsibilities: Helps support an agency's implementation of a specific project and assists with general project planning, timelines, milestones, resources, and execution.

Minimum Education: Bachelor's Degree.

CONSULTING ANALYST IV

Minimum Experience: Four (4) years' experience in the areas of business improvement and management & organizational techniques.

Responsibilities: Helps support an agency's implementation of a specific project and assists with general project planning, timelines, milestones, resources, and execution. Assists with business process improvement.

Minimum Education: Bachelor's Degree.

CONSULTING ANALYST V
Minimum Experience: Five (5) years' experience in the areas of business improvement and management & organizational techniques.
Responsibilities: Helps support an agency's implementation of a specific project and assists with general project planning, timelines, milestones, resources, and execution. Assists with business process evaluation, improvement and optimization.
Minimum Education: Bachelor's Degree.

GSA Awarded Labor Rates

SIN 541611/RC

SIN	GSA Awarded Labor Category	8/14/2020	8/14/2021	8/14/2022	8/14/2023	8/14/2024
		- 8/13/2021	- 8/13/2022	- 8/13/2023	- 8/13/2024	- 8/13/2025
541611	Consultant I	\$140.43	\$143.66	\$146.97	\$150.35	\$153.81
541611	Consultant II	\$171.62	\$175.57	\$179.61	\$183.74	\$187.96
541611	Consultant III	\$210.02	\$214.85	\$219.79	\$224.85	\$230.02
541611	Principal Consultant I	\$164.78	\$168.57	\$172.45	\$176.42	\$180.47
541611	Principal Consultant II	\$212.82	\$217.71	\$222.72	\$227.84	\$233.08
541611	Principal Consultant III	\$355.12	\$363.29	\$371.65	\$380.19	\$388.94
541611	Program Manager	\$291.33	\$298.03	\$304.89	\$311.90	\$319.08
541611	Project Manager	\$226.59	\$231.80	\$237.13	\$242.59	\$248.17
541611	Director I	\$300.36	\$307.27	\$314.34	\$321.57	\$328.96
541611	Director II	\$343.27	\$351.17	\$359.25	\$367.51	\$375.96
541611	Manager I	\$91.71	\$93.82	\$95.98	\$98.19	\$100.45
541611	Manager II	\$94.39	\$96.56	\$98.78	\$101.05	\$103.38
541611	Manager III	\$107.40	\$109.87	\$112.40	\$114.98	\$117.63
541611	Manager IV	\$117.79	\$120.50	\$123.27	\$126.10	\$129.00
541611	Manager V	\$128.55	\$131.51	\$134.53	\$137.63	\$140.79
541611	Consulting Analyst I	\$62.64	\$64.08	\$65.55	\$67.06	\$68.60
541611	Consulting Analyst II	\$67.79	\$69.35	\$70.95	\$72.58	\$74.25
541611	Consulting Analyst III	\$73.27	\$74.95	\$76.68	\$78.44	\$80.25
541611	Consulting Analyst IV	\$79.21	\$81.03	\$82.90	\$84.80	\$86.75
541611	Consulting Analyst V	\$84.38	\$86.32	\$88.30	\$90.33	\$92.41

The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Other Direct Costs (SIN 5418100DC)

Item	Unit of Issue	Price (Not to Exceed)
<u>Conference:</u> Audio-visual, labor equipment, food, beverage, room rental, internet, shuttle/transportation services, poster board/exhibit rentals, survey/registration fees, videography/photography, sleeping room	Monthly	\$ 129,423.92
<u>Copy & Print:</u> copying (in-house and external), printing (in-house and external)	Monthly	\$ 56,631.41
<u>Materials & Supplies:</u> All-encompassing category for any type of office & conference material. Includes binders, folders, paper, name badge holders, tent card holders, foamcore for posters & signs, pens, pads, poster boards, flipcharts, etc.	Monthly	\$ 4,237.23
<u>Phone, Fax, Internet:</u> Comprises phone, conference call, webinars, VOIP services, fax, internet services, programming, website development, hosting, tech support.	Monthly	\$ 7,308.82
<u>Postage & Delivery:</u> Postage, couriers, shipping, etc	Monthly	\$ 2,394.92
<u>Technical Writers:</u> Including science report/minutes writing, speech writing, general policy analysis & evaluation, SME services, 508 compliancy, advanced programming, etc.	Monthly	\$ 249.87